

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 192

Alexandria, VA

1 December 2002

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 December 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 24-02(E); 26-02(E); 32-02; 35-02(E); 36-02(E); 38-02(E); 44-02(E); 46-02(E); 48-2(E); 49-02(E); 53-02(E) and 54-02(E) and editorial changes U02024 through U02029. Insert the attached pages and remove the corresponding pages. Remove pages O-2-1; O-6-1 and O-12-1. This cover page replaces the Change 191 cover page.

BRIEF OF REVISION

These are the major changes made by Change 192:

U2250. Points readers to Appendix A for the term "travel status".

U2550-H3. Removes the mandatory requirement to contact General Services Administration to obtain meeting or conference space in the District of Columbia.

U3125-B4h; U4326-B2d; T4030-F; T4060-B1c(6). Indicates that the 14-hour rule used to determine when premium-class other than first-class accommodations may be authorized for air travel includes changes of planes and any en-route stopovers.

U3125-D. Adds business class as a class of service offered on AMTRAK trains and permits its use as advantageous to the Government when it is the lowest available class of service.

U4000; T4040-C1. Spells out that the per diem prohibition for personnel traveling together with no reimbursement applies from the time the traveler departs the PDS until 2400 the day the traveler arrives at the TDY point. The prohibition begins again at 0001 the day of departure from the TDY point until arrival at the PDS.

U4520-A; T4040-E9. Allows the authorizing/order-issuing official to authorize/approve the cost of paper tickets when electronic tickets are available when necessary to meet Government requirements.

U4520-A2; T4040-E2. Agrees to reimbursement for ATM fees when a uniformed member exempt from the requirement to use the Government charge card for official travel, uses an ATM or personal charge card to obtain cash.



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U5116-C2; U5116-D4. Clarifies what members/employees are authorized to be reimbursed when PCS travel is by personal boat overseas.

U5340. Makes clear that even though an employee is responsible for all costs associated with the excess weight of a HHG shipment, the Government will pay the total cost of transportation and/or storage of the shipment. The Government will then collect reimbursement from the employee in accordance with finance regulations.

U5467. Explains that a member who stores a POV at Government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.

U5474. States that the member is responsible for any excess storage charges for a vehicle larger than the maximum standard size in the storage contract.

U7961-D. Deletes the reference to ITOs in specialty care. OSD/HA policy is to use standardized written letter authorizations for all patient and non-medical attendant (NMA) specialty care travel.

U9102. Permits payment of both OHA & TLA when required to pay rent after vacating quarters. There are circumstances when a member is required to pay rent after HHG have been shipped and the member is in temporary quarters collecting TLA. This item allows simultaneous payment of OHA & TLA for outbound personnel when required to pay rent after vacating permanent quarters.

U9303-B. Changes the JFTR to state that when a military couple maintains a joint household only one member is entitled to COLA at the with-dependent rate. Since the JFTR had stipulated the payment of COLA at the with-dependent rate depended on both members receiving BAH at the with-dependent rate, this aligns with the BAH policy in the DoDFMR.

Appendix A. Adds a definition for the term "weight additive". Also clarifies the Temporary Lodging Facilities definition.

Appendix S. Updates FEML locations for U.S European Command until 1 January 2003.

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Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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PART G: CONFERENCES

U2550 CONFERENCE PLANNING

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

- a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),
- b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),
- c. meeting room and audiovisual costs,
- d. registration fees,
- e. speaker fees,
- f. conference-related administrative fees, and
- g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

- 1. Determine which conference expenditures provide the greatest advantage to the Government, by
 - a. ensuring appropriate management oversight of the conference planning process,

- b. performing cost comparisons of the size, scope, and location,
 - c. determining if a Government facility is available at a lesser rate,
 - d. considering conference alternatives, e.g., teleconferencing,
 - e. maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs,
 3. minimize the attendees' travel costs,
 4. minimize the attendees' time costs,
 5. use Government-owned or Government provided facilities as much as possible,
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: *Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.*

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,

*5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items,

NOTE: *When a majority of the attendees (at least 51%) are in a travel status (see Appendix A), refreshments may be provided for all attendees (including local attendees);*

6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,

2. overall convenience,
3. fees,
4. meeting space availability,
5. equipment availability, e.g., audiovisual, fax,
6. commuting or travel distance of most attendees, and
7. other conference expenses.

H. Conference Site Selection

1. Documentation. DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. Initial selection of a location must be based on the established per diem rate; however, to provide DoD Agencies flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.

*3. Conducted in the District of Columbia. Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.

NOTE: *This website is case sensitive.*

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a DoD Agency at a place of public accommodations must be authorized by an official designated through the Secretarial Process.
3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in par. U2550-I3, and
2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,
2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and
3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority

1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.
2. Non-Government Sponsored Conference. The order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Chapter, 4, Part C, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

U2555 CONFERENCE ATTENDANCE

A. General. Uniformed members may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the members' work responsibilities.

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.

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*h. travel is direct between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including stopovers and change of planes) is in excess of 14 hours. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class. A rest stop en route (see par. U4326-B3a) is prohibited when travel is authorized by premium-class other than first class accommodations.***

NOTE: When use of premium-class other than first-class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

5. Documentation Requirements

- a. Orders. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points.
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination

(including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** *See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.*
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-B and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

*D. Extra-Fare Train Service. Travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. U3135-C.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City-Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space or a scheduled contract flight (including a confirmed pet space (see **NOTE**) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal department and agencies to schedule travel during normal working hours (see JFTR, par. U3006).
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a centrally billed account;
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city-pairs (city-pair) shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. **If a contract city-pair fare is not available**, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. **Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City-Pairs fares) when purchasing commercial airline tickets.**

C. Frequently Asked Questions about Using the Contract City-Pair Program

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition and ensure that the Government traveler's responsibility is to use the contract carrier. The Government's responsibility is to use the program. So, to ensure the fares stay favorable, we encourage Federal travelers to use the program.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and preferences are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city-pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

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- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A. item 1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.

- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city-pair route unless one of the exceptions in paragraph 5, above applies. Not all city-pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to FEML, Emergency, COT and R&R leave locations and TDY ordered while on leave is considered official travel and therefore contract fares may be used to and from these authorized leave locations (see pars. U7200-A2, U7205-C, U7206, U7207-D3, U7300-C3 and U4105).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The Topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Mr. Eddie Murphy
Contract Specialist
(703) 305-3376

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

b. during usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See note in par. U4326-A1c regarding adequate sleeping accommodations.

2. When OCONUS Travel Is Involved. The authorizing/order-issuing official may authorize/approve a rest stop en route when:

- a. the origin or destination point is OCONUS;
- b. travel is by a direct or usually traveled route;
- c. travel is by less than premium class accommodations; and

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*d. the scheduled flight time, including stopovers and change of planes for plane changes, exceeds 14 hours by a direct or usually traveled route. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.*

3. Rest Stop En Route Prohibited. A rest stop en route may not be authorized/approved when:

- a. Travel is authorized by premium class service;
- b. A traveler chooses to travel by an indirect route, *for personal convenience*, causing excess travel time.
- c. A traveler takes leave at a stopover.

4. Location of Rest Stop En Route. A rest stop en route:

- a. may be authorized/approved at *any intermediate* point, and
- b. should be as near to midway in the journey as the authorized carrier scheduling permits, or
- c. scheduled at a point en route where free stopovers are permitted (if possible) by the carrier.

5. Length of Rest Stop En Route. A rest stop en route may not exceed a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop en route per diem rate is the rest stop location rate.

C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) should be provided before the traveler reports for duty when:

- 1. except as indicated in par. U4326-C5 below, authorized carrier schedules prevent a rest stop en route;

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*2. the scheduled flight time, including stopovers and change of planes, exceeds 14 hours by a direct or usually traveled route. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.*

- 3. except as indicated in par. U4326-C5 below, a rest stop en route is not authorized/approved;
- 4. the traveler is not authorized premium class service;

5. the traveler is required to travel overnight (2400 - 0600) (in such case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties even though a rest stop en route has been authorized). See note in par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced travel fares, a traveler elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the authorizing/order-issuing official, per diem or AEA for the additional time may be paid if:

1. the additional per diem or AEA cost is offset by the transportation savings, yielding an overall savings to the Government; and
2. the delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

U4340 MIXED MODES TRAVEL

When travel is performed between any two points of a separate leg of a journey (par. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-C or U3310-B.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4125-A3e (Essential Unit Messing);
9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;

11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
13. par. U7150-A1 (Reserve Component Travel); or
14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in par. U4125-A3b(1)(a)³ or U4125-A3b(1)(b)³ based on the per diem rate as prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

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*2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel (per OSD Comptroller memo of 19 Jul 2002), up to the amount authorized for a cash advance for the travel concerned (See Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for personnel exempt from the requirement to use the Government charge card). Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if advance is not otherwise provided by cash/check/EFT;

3. passport and visa fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in *the United States and non-foreign OCONUS areas*, are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.

6. fees for:

a. currency conversion ***NOTE:*** Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does *not* include cashing *salary* checks/drafts);

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

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*10. customary tips for handling *any baggage* at transportation terminal;

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*11. any additional costs of paper tickets when authorized/approved by the authorizing/order-issuing official as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE:*** Paying for paper tickets sought by members for personal convenience is the financial responsibility of the member; and

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*12. similar travel and transportation related expenses (i.e., *Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.*)

B. TDY Expenses. In addition to those expenses listed in par. U4520-A, reimbursable expenses for members on TDY include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures *of the foreign country* involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

4. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment needed for reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. U4505);
 - h. excess baggage transportation costs (see par. U3015-C);
 - i. conference registration fees;
 - j. dual lodging costs (see par. U4125-A1i);
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled **NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.**;
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card **only** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - n. late check-out fees for lodging;
5. Certain laundry/dry-cleaning expenses:
 - a. The cost incurred during TDY travel (**not after returning to/arriving at PDS**) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel **within CONUS** requires at least 7 consecutive nights TDY lodging **in CONUS** (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
 - b. The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing **is not** a separately reimbursable expense for **OCONUS** travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;
6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
8. customary tips for handling Government property at terminals and hotels; and

9. any per-day administrative fee called for in the MTMC rental car agreements.

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

U5461 Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

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U5560	Advance of Mobile Home Allowances

- b. dependents' travel under par. U5207; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

***2. POC Travel**

a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the authorizing/order-issuing authority as advantageous to the Government and is used by the member for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. The authorizing/order-issuing authority may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on PCS travel orders even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by transoceanic car ferry (circuitously or otherwise), the member is entitled to:

- a. MALT PLUS for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS ***NOTE: If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.***
- b. Government-procured transportation or reimbursement for the transportation cost of personal travel for the member on the car ferry (including the cost of required staterooms but not the cost of meals);
- c. reimbursement for ferry fees;
- d. dependents' transportation as for members in pars. U5116-C3a and U5116-C3b;
- e. for travel aboard a car ferry other than on the Alaska Marine Highway System, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the rate applicable to the POD; or
- f. for travel aboard an Alaska Marine Highway System car ferry, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem at the highest CONUS M&IE rate for each full day the member is on board the ferry. Per diem is payable for the day of departure (debarkation) at the rate applicable to the POD.

The nonavailability of U.S. registered carrier certificate or memorandum required by par. U3125-C4 must be attached to the voucher, when applicable.

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-Procured Transportation Available. *When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal*

expense, reimbursement for the transoceanic travel is not authorized. If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.

*4. Travel by Privately-Owned Boat. See par. U5116-C2b.

E. Reimbursement when the Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
2. Reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem; and
3. Reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a documentation stating U.S.-flag was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government or Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when Orders to Active Duty Are Received at a Place other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received while on Leave

1. Orders Received while on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).
2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS with TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits shall be reimbursed for the meal(s) under par. U4510. When travel outside the TDY area is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

NOTE: See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.
2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).
2. PCS From a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport-PDS and any TDY station(s).
3. PCS to a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).
4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives before or after the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship with a Homeport Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS From a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place Other Than the New/Old Homeport. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

- a. a place other than the old homeport to the new homeport,
- b. the old homeport to a place other than the new homeport, or
- c. a place other than the old homeport to a place other than the new homeport.

Allowances shall not exceed those payable for travel between the locations authorized in the subparagraphs.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via the designated place,
2. the designated place via any TDY station(s) and then to the new PDS, or
3. any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via any TDY station(s) and/or the designated place; or
2. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. in moving dependents,
2. dependents with HHG shipment, or
3. dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. Unit members who are required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. These members are authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructive travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from an OCONUS PDS from which dependents were evacuated under par. U6004, may be paid PCS allowances for travel from the old PDS to

1. the new PDS via the designated place or safe haven, as applicable;
2. the designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must:

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under competent orders, is entitled to the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid shall not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over Other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on orders that are amended or modified while en route, a member is entitled to allowances over the ordered route.

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**A. General****1. Travel in CONUS.** A member on active duty, who:

- a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. has a break in service of at least 1 calendar day; and
- c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. has a break in service of at least 1 calendar day; and
- d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.**4. Order Received at a Leave Location.** When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.**5. Member Serves Less Than Prescribed Period of Service.** A member:

- a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:
 - (1) transportation in kind (no per diem) by the least expensive transportation mode available, or
 - (2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

- a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);
- b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);
- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or
- e. discharged under 10 U.S.C. §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130, and
3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

- a. any place within the United States;
 - b. the HOS outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
 - c. any other place. ***NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.***
2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:
- a. is retired without pay;
 - b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
 - c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.
3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.
2. Member Undergoing Hospitalization or Medical Treatment
 - a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-1).

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. *A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.* The maximum travel time that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit's location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. *Travel time allowed may differ from the time allowed for per diem computation purposes.*

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and
- b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

issuance of orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation entitlement may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under orders to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-Arranged Move and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

****NOTE:** The Government may pay the total charges for the transportation and other charges applicable to any excess weight that exceeds a member's weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are in accordance with finance regulations.*

A. General

1. Transportation. The member is financially responsible for all transportation costs arising from the services listed, if the Government's constructed cost for transporting the authorized weight is exceeded:

- a. transportation of HHG in excess of the authorized allowance;
- b. transportation other than between authorized locations;
- c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- d. transportation of unauthorized articles; and
- e. special services requested by the member incident to HHG transportation.

2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in par. U5340-D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8500 of all costs of HHG transportation.

2. Multiple Shipments Made on PCS Orders

- a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the cost attributable to the excess weight shall be computed on the shipment which results in the least excess cost to the member.
- b. Member Assigned to or from Administratively Weight Restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight shall be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight Within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

PART E: POV TRANSPORTATION AND STORAGE**SECTION 1: POV TRANSPORTATION****U5400 GENERAL**

1. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
2. These allowances are discretionary.
3. POV transportation is authorized unless restricted by the authorizing/order-issuing official or Service regulations.
4. For other requirements related to shipping a POV, see the MTMC website at: <http://www.mtmc.army.mil/>, and "Shipping your POV" at: <http://www.mtmc.army.mil/CONTENT/599/Povpam.pdf>.

U5405 ELIGIBILITY

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from or between OCONUS stations;
2. upon change of homeport of the vessel to which assigned; or
3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

U5410 TRANSPORTATION**A. Transportation Permitted**

1. From Old to New PDS. When a POV shipment is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
 - a. POV unloading port/VPC serving the new PDS;
 - b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);
 - c. new PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
 - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV shipment to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV shipment upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
4. For Member-Married-to-Member. For combining POV shipping weight limits when husband and wife are

members. see par. U5415-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5415).

B. POV Shipment When Transportation to the New PDS Not Permitted

***NOTE:** For storage when *POV* transportation is not authorized to a foreign *OCONUS PDS*, see Chapter 5, Part E.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

- a. POV transportation is not permitted to the new PDS,
- b. the member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or
- c. the member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawaii, Puerto Rico, or any United States territory or possession, to which dependent transportation is authorized under Part C; or
- c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1c, or
- d. *POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.*

2. Subsequent Shipment

- a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized shipment of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
- b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. ***NOTE:** *There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.*

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983).

PART E

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY**U5464 GENERAL**

POV Storage is in lieu of POV shipment. This Section prescribes POV storage allowances for eligible members ordered to a *foreign* OCONUS PDS to which a POV is not permitted to be transported, or sent TDY on a contingency operation, for more than 30 days. It also covers allowances associated with:

1. travel to and from designated storage facilities,
2. POV preparation for storage,
3. actual storage costs,
4. POV preparation for removal from storage, and
5. costs associated with delivery to the next authorized destination (see par. U5410).

Storage of more than one POV, and/or storage of a POV instead of authorized transportation is not allowed. Storage and/or transportation of additional POVs shall be at the member's expense.

NOTE: See Appendix A for definition of a contingency operation.

U5466 ELIGIBILITY

NOTE: Members with a contingency operation TDY start date or an effective date of PCS orders on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage entitlement begins effective with the beginning of the IPCOT.

A. Members. A member is eligible to have one POV stored at a storage facility if:

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and
 - a. the laws, regulations, and/or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or
 - b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or
2. the member is sent TDY for more than 30 days to a contingency operation (see Appendix A).

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store a member's POV. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is to be reimbursed for the actual storage cost, not to exceed the Government's constructed storage cost.

2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is to be reimbursed for the actual storage costs.

***U5467 STORAGE IN LIEU OF SHIPMENT**

POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited. A member who stores a POV at Government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS. However, the member may ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS. *The member may not continue to store the POV at Government expenses while shipping another POV to the subsequent OCONUS PDS.* This is based on the shipping entitlement to the subsequent OCONUS PDS.

Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Government pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have a POV shipping entitlement from Japan because the member stored a POV.

Example 2: A member PCSs to Japan (POV transportation not authorized) and the Government pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

NOTE: *Removing the POV from storage before the member departs PCS/enters an IPCOT does not negate that the member stored a POV and is not authorized POV shipment. A member who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.*

U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange the transportation to and/or from the selected storage facility. If a Service elects to transport the POV, the member may elect to personally arrange POV transportation -- member's option.

1. Government-procured Transportation Available to and/or from Storage Facility

- a. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.
- b. When Government-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is to be reimbursed for the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance not to exceed the Government's constructed transportation cost.

NOTE: *For OCONUS Travelers: The member is to be reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) not to exceed the Government's constructed transportation cost of shipping/transporting the POV.*

2. Government-procured Transportation Not Available to and/or from Storage Facility. When Government-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is to be reimbursed for the actual transportation cost. If the POV is driven, the member is to be reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under this subparagraph.

B. Delivery/Pick-Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. If the POV is not transported but rather is driven, the member is reimbursed the automobile mileage rate for the official distance between the authorized location (i.e., PDS, VPC/vehicle port) and the designated storage facility.
3. A roundtrip is authorized to:
 - a. deliver the POV to the storage facility, and
 - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
 - a. is not concurrent with PCS travel, or
 - b. is in connection with TDY on a contingency operation.

NOTE: For this Section, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and
- b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see pars. U5015-A1 and U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, members receive a flat per diem rate of \$50, and per diem for dependents' travel (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5015-A1 and/or U5105-B1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility. *The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger to the new PDS.*

In addition, members receive a flat per diem rate of \$50, and a per diem for dependents' travel (see par. U5210). The flat per diem allowance is computed for the travel not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160-C).

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. *The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

2. Pick-Up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

NOTE: *When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.*

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-Procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Government expense, if the PCS order (or contingency operation notification) is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

B. Storage before an Order is Issued. POV storage is permitted before a PCS order (or contingency operation notification) is issued to a member. The storage request must be supported by a written statement:

1. from the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and
2. signed by the shipping applicant agreeing to:
 - a. remit the entire storage cost if the PCS order (or contingency notification) to authorize storage is not issued later, and
 - b. pay any additional POV transshipment costs to another storage facility required because the new PDS named in the order is different than that named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency notification is not issued).

The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order (or contingency operation notification) is actually issued. *General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign OCONUS duty, anticipated contingency departure date, etc.) is not advice that the order or notification is to be issued (52 Comp. Gen. 769 (1973)).*

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

***U5474 RESTRICTIONS**

A. Restriction on Vehicle Size. A member who stores a POV, that exceeds the Military Traffic Management Command storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle's excess size (see par. U1010-B8). As an exception, the Secretarial Process may authorize approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependent(s) require the oversized POV for medical reasons. Excess costs are collected in accordance with Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at Government expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government's total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (see par. U1010-B8).

U5476 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members. A POV may remain in storage, at Government expense, for 90 days after the member returns from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day from the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. U5466 apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

U5478 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

U5479 ADVANCE OF FUNDS

Authorized POV storage costs may be paid in advance.

- U7907** **Limitations and Penalties**
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 B. Penalties
- U7908** **Reports**
 A. Uniformed Service Reports
 B. Submission of Reports
 C. Information Required
 D. Valuation of Payments-In-Kind
 E. Valuation of Non-commercial Benefits Furnished by a Non-Federal Source
 F. Public Availability of Reports
 G. Exemption
 H. Member Reports

PART X: TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES FACILITIES

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U7950	Travel of Patient to Specialized Treatment Services (STS) Facilities A. General B. Patient C. Transportation D. Outpatient E. Administrative Provisions
U7951	Attendant's Travel A. General B. Member as Attendant C. Civilian Employee as Attendant D. Other Persons as Attendant

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

<u>Paragraph</u>	<u>Contents</u>
U7960	Travel to Specialty Care Over 100 Miles A. General B. Applicability C. Transportation D. Lodging and Meals E. Reimbursable Expenses F. Administrative Provisions
U7961	Attendant's Travel for Specialty Care Over 100 Miles A. General B. Member as Attendant C. Civilian Employee as Attendant D. Other Person as Attendant

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient shall be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.***

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part:***

1. active duty members (see par. U7252);
2. patients authorized travel to Specialized Treatment Services (STS) Facilities (see par. U7950); and
3. dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,
2. personally procured commercial transportation (see par. U3120), or
3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:

a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html/>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging in foreign OCONUS areas (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at a specialist more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.

F. Administrative Provisions. An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 U.S.C. §1074 must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. General. If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. Member as Attendant. A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. Civilian Employee as Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

*D. Other Person as Attendant. A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be included in the patient's travel authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. ***NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).***

U9155	Noncommand Sponsored Dependents in Vicinity of PDS
U9156	Fractional COLA for a Member without Dependents
U9157	COLA for Member with Dependents A. General B. Dependents Arrive at or in Vicinity of OCONUS PDS before Member
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U9201	TLA Payment Conditions A. General B. OCONUS TLA Authority Responsibilities
U9202	Initial Assignment A. General B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem C. TLA when Entitled to Per Diem (Chapter 4, Part B) D. TLA when Member Arrives before Dependents E. TLA during Hospitalization Period F. Additional TLA Period
U9203	Allowance Under Special Conditions A. Member Must Vacate Established Permanent Quarters in PDS Vicinity B. Deployment Period while Away from PDS C. TLA when Tour Is Converted D. Member Acquires Dependents E. PCS Orders Cancelled/Revoked
U9204	Allowance Upon Departure A. General B. Dependents Depart before Member C. Delayed Departure D. Early Termination of Permanent Housing E. Member Detaches from Ship Away from Homeport F. Period of TDY or Deployment while Away from Old PDS G. TLA Authorization before Order Issuance H. TLA Authorization during a Hospitalization Period
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U9206	Old and New PDS in Close Proximity or in Same Country A. General B. New PDS within Commuting Distance

U9207	Rates Payable, Computation Procedures and Examples
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	C. Temporary Lodging Furnished by Government Contractors
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PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

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	B. Member Assigned to Duty Aboard Two-Crew Submarine (SSBN)
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	D. Officer without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except when Operating as a Service in the Navy)
U9301	Members Ordered PCS to a Dependent Restricted or Unaccompanied Tour
	A. General
	B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour
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U9303	Station Allowances Entitlement when Both Husband and Wife are Members
	A. When Separate Households are Maintained
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U9304	Station Allowances Incident to Evacuation of Member's PDS
	A. Members with Dependents
	B. Members without Dependents
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**PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND
INTERIM HOUSING ALLOWANCE****U9100 GENERAL**

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

U9101 OHA STARTS/STOP

A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive prior to their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. without dependents is authorized to MALT PLUS per diem or TLA; or
2. with dependents is authorized to MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under par. U9101-C, or
2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. day before the member departs in compliance with PCS orders,
2. homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. OHA continuation beyond the 60-day period authorized in par. U9101-B may be authorized by the Service's Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

***U9102 CONCURRENT PAYMENT OF OHA AND TLA**

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their residence after the member departs in accordance with par. U9101-B or U9101-C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);
4. station allowances are authorized under par. U9301;
5. upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104);
6. if housing costs are incurred by the member for permanent quarters after a member is required by lease, custom, or law to vacate those permanent quarters to permit inspection, utility bill(s) and/or deposit(s) finalization, redecoration, and/or damage claim adjudication; or
7. the Service's Secretarial Process authorizes/approves payment of both OHA and TLA because the member incurs permanent quarters costs after moving HHG from those quarters and entering TLA status.

OHA may be paid if authorized/approved by the Service's Secretarial Process, beginning the date the lease begins for private sector permanent quarters, during any authorized/approved TLA period for a member who could not occupy the private sector permanent quarters due to non-delivery of the member's HHG or Government-owned furniture/appliances.

U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>). (Also see par. U9102 for continued TLA for up to 10 days.)

NOTE 2: Non-DoD Members - See Service pay regulations. (Also see par. U9102 for continued TLA for up to 10 days.

U9105 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant must be used in computing the OHA. The cost of a separate lease for parking at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent.

1. If member must pay a recurring condominium or homeowner association fee, it is prorated to a monthly charge and incorporated into member's rent.
2. If a member owns the dwelling place, the monthly "rent" is derived by dividing the actual purchase price of the dwelling or residence by 120 (settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price). The amount of any personal installment type loans (not including loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging the current dwelling place are added to the actual purchase price before determining the rent (loans obtained on or after 1 June 1991 and the existing balance on 1 June 1991 of loans obtained prior to 1 June 1991 may be added to the purchase price).
3. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fee paid is added to this amount.
4. If the member is a sharer, the member's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
5. If a member is involved in an arrangement where the member pays rent in advance and the landlord agrees to reimburse the member all or substantially all rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA entitlement is zero.
6. If the rent changes, recompute OHA.

B. Sharers. Sharers are entitled up to the maximum rental allowance ceiling set for a member without dependents unless they are accompanied by one or more command-sponsored dependents. The OHA to which each sharer is entitled is computed by adding:

1. the sharer's prorated share of the rent paid or the maximum rental ceiling established for the sharer's grade and locality, whichever is less, plus
2. the prorated monthly Utility/Recurring Maintenance Allowance.

The difference between this sum and the sharer's BAH-II or FSH, whichever applies, is the sharer's OHA. A member entitled to MIHA (see par. U9107 and Appendix N for specific rules) shall receive a full rather than prorated "Miscellaneous" allowance. Only one sharer may claim reimbursement for any individual rent or security-related expense.

C. Maximum Rental Ceiling. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in Appendix K, Table I.

U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE

The utility/recurring maintenance allowances in Appendix K, Table I, are based on expenses reported by members with dependents, where possible.

A. Utility/Recurring Maintenance Allowance Categories. For utility/recurring maintenance allowance purposes, members are in one of the following categories:

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1. member married to member and maintaining a joint household - each member is entitled to half of the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;
2. member (other than member described in par. U9106-A1) defined as a sharer in par. U9000-C - member is entitled to a pro-rata share of the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;
3. member with dependents - member is entitled to the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;
4. member without dependents and not defined as a sharer in par. U9000-C - member is entitled to 75 percent of the utility/recurring maintenance allowance (unless a specific rate has been set for these members in Appendix K, Table I) subject to rules in pars. U9106-C through U9106-E.

B. Determining Whether Rent Includes All, No, or Some Utilities. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is used to determine a renter's utility/recurring maintenance allowance entitlement.

1. Question 7a (no utilities included in rental/lease agreement) should be checked if the member separately pays for all utilities.
2. Question 7b (all utilities included in rental/lease agreement) should be checked if the member does not separately pay for any utilities (excluding phone).
3. Question 7c (some utilities included in rental/lease agreement) should be checked only when the member separately pays for some utilities (excluding phone) while others are included in rental payments.

If 7c is checked and neither the member nor the landlord pays for a particular utility/service listed under 7c, then that particular utility/service box should not be checked.

C. Rent Includes All Utilities. When rent includes all utilities, a member is not entitled to the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U9106-A, is added to the member's rental allowance ceiling when computing the OHA.

D. Rent Includes No Utilities or Member is a Homeowner. When rent includes no utilities or a member is a homeowner, the member is entitled to the utility/recurring maintenance allowance in par. U9106-A.

E. Rent Includes Some Utilities. When rent includes some utilities, a member might not be entitled to all of the utility/recurring maintenance allowance in par. U9106-A. However, the amount the member is not entitled to is added to the appropriate rental allowance ceiling when computing the OHA.

1. Determining UTILITY POINT SCORE When Rent Includes Some Utilities. Based on the climate code of the duty location (Appendix K, Table I) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for a member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

	<u>Climate Code (See App K)</u>		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. Determining Amount of Allowance when Rent Includes Some Utilities. The total UTILITY POINT SCORE is matched to the following table to determine the utility/recurring maintenance allowance percentage in par. U9106-A to which the member is entitled.

IF UTILITY POINT SCORE IS	member is entitled to the following percentage of allowance in par. U9106-A
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0	0
1-2	25
3-4	65
5-9	100

U9107 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA's purpose is to defray the move-in costs associated with occupying privately leased/owned quarters covered under the OHA program. MIHA is not intended to cover move-out costs. In most cases, members entitled to OHA are entitled to MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in privately leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. Eligible members are entitled to MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA entitlement when:
 - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
 - b. a member executes a PCS but remains in the same dwelling place; or
 - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwellings habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in OCONUS dwellings. See Appendix K table at <http://www.dtic.mil/perdiem/> for the amounts payable. Only one payment is authorized at a PDS unless par. U9107-B2 applies.
 - b. MIHA/Rent. *Homeowners are ineligible.* MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.
 - c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.

5. Each member entitled to OHA receives MIHA/Miscellaneous. To receive payment for MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and entitled to MIHA is entitled to the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS per diem is payable on the arrival day; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate;
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9100-E1a(10). In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

*B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present. The other member is authorized to receive COLA at the 0 dependent rate. *In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.*

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

- a. early return of the dependents to the vicinity of the member's PDS is anticipated;
- b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

Station Allowances

- a. command-sponsored dependents are evacuated from COMUSCANTO operations area, and are not in CONUS, and they
- b. reside at an authorized approved designated place:
 - (1) outside the United States (OHA and COA only)
 - (2) in Alaska or Hawaii (COA only)

See pars. U9101-B and U9151-B for COMUSCANTO OHA termination.

B. Members without Dependents

1. Overseas Housing Allowances. A member without dependents, who is entitled to OHA until the date an evacuation is ordered or authorized, and who continues to maintain quarters for personal use, shall continue to be entitled to such allowances even though the member temporarily resides in approved United States Government quarters for all or any portion of the period involved. When any commanding officer believes a member shall not be permitted to return to the commercial housing available to him, he may, if he so desires, encourage the member to terminate the commercial housing at the earliest practicable date, and OHA shall terminate concurrent with the termination of the commercial housing.
2. Cost-of-Living Allowance and H.A. COA and H.A. for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Chapter 9, Part 62, of the Manual.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are in pars. 11-11 of the Navy Manual.

- c. integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
- d. consumable goods for members ordered to locations listed in Appendix F;
- e. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles and their associated trailers);
- f. boats; and
- g. ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

2. HHG *do not* include:

- a. personal baggage when carried free on commercial transportation;
- b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. live animals including birds, fish and reptiles;
- d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
- f. HHG for resale, disposal or commercial use;
- g. privately owned live ammunition (B-130583, May 8, 1957);
- h. hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: *The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.*

INACTIVE DUTY TRAINING.

1. Inactive duty that is:

a. duty prescribed for members of a Reserve component by the Secretary concerned, or

b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by members of the National Guard, including:

a. unit training assemblies;

b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE:*** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without live-in charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.

TEMPORARY STORAGE. Short-term storage that is part of HHV transportation. May be at any combination of the origin, destination, and en route locations. Usually for 90 or fewer days, but may be extended to 365 per 101-175. Also referred to as storage in transit (SIT).

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands (i.e., Saipan, Saipan Lagoon, Tinian, Aquigan, Kora, Farallon De Pajaros, Uracas), Maug, Asuncion, Agrihan, Pagan, Anapagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmaralda Banks, and Northern Mariana Islands (see <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef

10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. **NOTE:** "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). See *Travel Orders*.

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by JTR, par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** An authorization allowing a member to travel on official business without further authorization for a specified period of time. ***NOTE:*** Unlimited Open travel orders are not used in DTS.
2. **Limited Open.** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE:*** Limited Open travel orders are not used in DTS.
3. **Repeat.** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE:*** Repeat travel orders are not used in DTS.
4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE:*** See par. U2200 for more detail.

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia

1. **Table I** - Annual Compensation for Members With/Without Dependents (on the PDTATAC website, select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Compensation Tables', 'Effective: YYYY').
2. **Table II** - Average Annual Spendable Income Table (on the PDTATAC website select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Spendable Income Tables', 'Effective: DD MMM YY'), and
3. **Table III** - Cost-of-Living Allowance Indexes (on the PDTATAC website select 'Rates', 'Overseas COLA', 'COLA Index Listings', 'YYYY-COLA-Indexes', 'YYYY-MM-DD-COLA-INDEXES.pdf').

E. **Spendable Income.** For COLA purposes, spendable income is that portion of the member's RMC used to purchase items in the RPS. Members receive a COLA payment as a *percentage of, and based on, their spendable incomes*: COLA is *not* based on *total* income. Spendable income differs according to the member's:

1. grade,
2. years of service, and
3. number of dependents.

F. **Required Member Information.** To determine a COLA, the following member information is required:

1. grade,
2. years of service,
3. number of dependents,
4. annual compensation - see Part II, Table I,
5. average annual spendable income - see Part II, Table II, and
6. member's PDS and COLA index - see Part II, Table III.

G. **Computation Steps**

1. Determine the member's annual compensation based on grade and years of service (see Part II, Table I).
2. Determine the member's average annual spendable income (see Part II, Table II),
 - a. in column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,
 - b. follow this dollar range (line) to the right to the applicable column for the number of dependents,
 - c. this number is the member's 'average annual spendable income'.
3. Determine the member's COLA index based on PDS (see Part II, Table III).
4. Subtract 100 from the prescribed COLA index and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

5. Multiply the member's average annual spendable income (determined in Step 2 above) by the percentage from Step 4 above. The result is the member's **annual** COLA. To determine the monthly allowance:
 - a. divide the annual COLA amount by 360 (days).
 - b. carry the result to 5 digits to the right of the decimal.
 - c. multiply the result in item b by the number of days in the month for which the allowance is payable, and
 - d. round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2002, a member in grade E-8 with 22 years service is assigned to an OCONUS PDS. Part II, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is entitled to COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I (Annual Compensation Table) indicates the member's annual compensation is \$61,313.
2. Table II (Spendable Income Table) indicates the member's average annual spendable income is \$35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$59,000-\$62,999 and four dependents).
3. The COLA index for member's PDS in Table III (Cost-of-Living Allowance Indexes) is 120.
4. 100 subtracted from the COLA index of 120 (Step 3) leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's average annual spendable income (\$35,300) determined in Step 2 by the .20 multiplier (Step 4). This results in an annual COLA of \$7,060 ($.20 * \$35,300 = \$7,060$).
 - a. divide \$7,060 by 360 (days) with 5 digits to the right of the decimal ($\$7,060 / 360 = \19.61111)
 - b. multiply the result by the number of days for which the allowance is payable ($\$19.61111 * 31 = \607.94441).
 - c. round to the nearest cent - \$607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDFTAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see Part II, Appendix M. Based solely on the currency fluctuations, adjustments are made twice monthly to Cost-of-Living Allowances (COLA).

I. Significant Unique Expenses. In some areas, members must purchase significantly expensive items (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. For more information on unique expenses see Part I, Appendix M. Unique expenses must be:

1. incurred by the **majority** of members assigned
2. of an individual significant amount, and
3. **actually paid** by members at the overseas PDS.

APPENDIX J*COST-OF-LIVING ALLOWANCE INDEXES****PART II - COST OF LIVING ALLOWANCE TABLES**

For current geographic COLA information, and the following tables, please see the PDTATAC website at:

<http://www.dtic.mil/perdiem/>

Table I - Annual Compensation for Members With/Without Dependents:

on the PDTATAC website, select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Compensation Tables', 'Effective: YYYY'.

Table II - Average Annual Spendable Income:

on the PDTATAC website select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Spendable Income Tables', 'Effective: DD MMM YY'

Table III - Cost-of-Living Allowance Indexes:

on the PDTATAC website select 'Rates', 'Overseas COLA', 'COLA Index Listings', 'YYYY-COLA Indexes', 'YYYY-MM-DD-COLA-INDEXES.pdf'.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites <http://www.dtic.mil/perdiem/opdrform.html>, and <http://www.dtic.mil/perdiem/pdrform.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), through the CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:
 - a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
 - b. must use coach class, unless a medical condition or mission timing requires premium class,

- c. shall **not** use foreign flag transportation even if U.S. flag carrier fares are higher,
 - d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
 - e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.
8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
 - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
 - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.
10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use Policy. It is DoD **mandatory policy** that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

- 1. When making travel arrangements, travelers should use the following:
 - a. services available under a TMS (see Appendix A), or

- b. in-house travel offices.
- 2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
 - c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

- 1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
- 2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.*

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4709). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. *Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.* Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (*found at website <http://www.dtic.mil/comptroller/fmr/>*) (or appropriate Service regulations for the non-DoD Services). *Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.*

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

Effective 13 September 2002

*F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and change of planes exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours. ***NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards**1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE:

a. *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

b. *The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. **NOTE:** *If all three meals are provided, only the incidental expenses for that day are payable.*

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: *Applicable to civilian employees:*

(a) *The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.*

(b) *The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.*

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: *Applicable to uniformed members:*

(a) *The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

(b) *The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.*

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

*1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS**SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. **Transportation.** Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. **Meals.** With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

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***E. Miscellaneous Expenses.** Travelers are to receive reimbursement for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

***2. ATM Fees**

a. Applicable to uniformed members. Administrative fees for ATM use to obtain money with:

(1) the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash/check/EFT. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for personnel exempt from the requirement to use the Government charge card;

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

6. fees for:

- a. currency conversion; ***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary***);
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and
- d. energy surcharge and/or resort fee (when the fee is not optional);

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

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*9. authorized/approved expenses for:

- a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
- b. clerical assistance;
- c. services of guides, interpreters, packers, or vehicle drivers;
- d. storage of property used on official business;
- e. room rental at a hotel/other place used for official business;
- f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);
- g. official local and long distance phone calls (see par. T4060-B5);
- h. excess baggage transportation costs;
- i. conference registration fees;
- j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***
- k. non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;***
- l. expedited charge card deliver (effective 1 May 2001);

- m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - n. late check-out fees for lodging; and
 - o. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are *not* issued for the traveler's convenience.
- 10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 - 11. tips for taxis and limousines;
 - 12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
 - 13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
 - 14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 - 15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
 - 16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals;
 - 17. **CIVILIAN EMPLOYEES ONLY**
 - a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;
 - b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

Effective 1 April 2001

18. **UNIFORMED MEMBERS ONLY**:

- a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
 - b. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.;
- 19. similar travel related expenses **NOTE**: *Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees*; and
 - 20. any per-day administrative fee called for by the MTMC rental car agreements.

6. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4015 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL**ACTIVE DUTY WITH PAY 1/**

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
*Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	*par. T4030 applies if the Secretariat Process authorizes per diem, otherwise Chap 5 applies	*par. T4040 applies if the Secretariat Process authorizes per diem, otherwise Chap 5 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the immediate limits of the same city or town.

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise entitled to per diem who occupy government housing may be reimbursed the actual cost incurred for service charges lodging.

8/ Reservists on active duty for training not otherwise entitled to per diem who occupy non-student government housing may be reimbursed the actual cost incurred for service charges lodging.

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INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home	<ol style="list-style-type: none"> 1. May be authorized reimbursement under par. T4040-F 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. 	not authorized
Travel from home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

Table is for informational purposes only. Entitlements are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP**A. Before the Trip**

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

*4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. *Travelers must guard tickets carefully.* However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has

two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours;

(3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;

(4) Rail service is available, cost effective, and consistent with mission requirements;

- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or

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*(6) The origin or destination is OCONUS, the scheduled flight time (including stopovers and change of planes) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*** (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.) ***NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.***

NOTE: When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

- (2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

*9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

*17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited PCS allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower	June 20, 1996
	Discontinued	March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installations, or working to correct network problems.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

APPENDIX S*AUTHORIZED FEML LOCATIONS/DESTINATIONS**

The following are authorized FEML locations/destinations for members (and their dependents) of the Uniformed Services only:

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	30 September 2002
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	30 September 2002
Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	30 September 2002

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Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	30 September 2002
Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	30 September 2002

El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	30 September 2002
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	30 September 2002
Fiji	Pacific	Honolulu	31 August 2003
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa*	European	Frankfurt	1 January 2003
Greenland, Thule	Space	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	30 September 2002
Kazakhstan, Almaty	Central	Frankfurt	30 September 2002
Kenya	Central	Frankfurt	30 September 2002
Kuwait	Central	Frankfurt	30 September 2002
Kyrgyzstan, Bishkek	Central	Frankfurt	30 September 2002
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nicaragua	Southern	Miami	31 May 2003

